



**DEPARTMENT OF CORRECTIONS
MONTANA STATE PRISON
OPERATIONAL PROCEDURE**

Procedure No.: MSP 1.3.100	Subject: EMPLOYEE RECOGNITION PROGRAM	
Reference: MSP 1.1.3, Organization and Responsibility		Page 1 of 4, plus 2 attachments
Effective Date: April 18, 2006	Revision Date: June 16, 2008	
Signature / Title: /s/ Mike Mahoney / Warden		
Signature / Title: /s/ Gayle M. Lambert / MCE Administrator		

I. PURPOSE:

To recognize outstanding achievement and professionalism of MSP/MCE employees, and the longevity of all of MSP/MCE employees who have completed five years of state service and five-year increments thereafter.

II. DEFINITIONS:

Selection Committee - three persons, one appointed by each Associate Warden and one from Personnel, who review the nomination forms and select, by secret ballot, the recipients of the Employee of the Quarter and Employee of the Year awards.

III. PROCEDURES:

A. Positive Action Reports

1. A supervisor may commend an employee for action(s) or completion of job duties over and above normal expectations in the following categories by filling out a *Positive Action Report Form (attachment A)*:
 - a. Inspections results.
 - b. Alertness for security.
 - c. Attendance.
 - d. Recruitment of new staff.
 - e. Interactions with new staff.
 - f. Interactions with the public.
 - g. Volunteer for extra duty/overtime.
 - h. Written documentation skills.
 - i. Interpersonal communication skills.
 - j. Response/follow-up to requests.
 - k. Uniform appearance.
 - l. Work station appearance.
 - m. Special act/duty
 - n. Response to life threatening situation.
 - o. Time management.
 - p. Problem solving.
2. Completed reports will be submitted to the Warden or designee. If approved, the supervisor will present the employee with the report and a small gift in private or at a staff meeting.

B. Employees of the Quarter and Employee of the Year Program

1. General Considerations
 - a. Any staff member may nominate another staff member or group of staff members who meets the following criteria for an Employee of the Quarter award at any

Procedure No.: MSP 1.3.100	Subject: EMPLOYEE RECOGNITION PROGRAM	
Effective Date: June 16, 2008		Page 2 of 4

time. Nominations shall be made by filling out and submitting an *MSP Employee of the Quarter Nomination Form (attachment B)* to the MSP Personnel Department for review by the Selection Committee.

- 1) Accomplishes duties in an outstanding manner, setting an example for others to follow.
- 2) Demonstrates courage and competence in emergency situations.
- 3) Demonstrates initiative and skill in devising new or improved work methods and/or procedures, which promote higher efficiency within the institution.
- 4) Demonstrates near perfect job reliability (perfect or near perfect attendance).
- 5) Participates in program activities or non-mandatory training/education courses and special projects or additional duties.
- 6) Contributes to staff morale and promotes teamwork among his/her fellow employees.
- 7) Relates well with staff and inmates, and demonstrates poise and self-control in dealing with hostile inmates.
- 8) Demonstrates a thorough knowledge of institutional policies and procedures.
- 9) Contributes to the security of the institution, and has a wide variety of experience and knowledge of the various posts and operations of the prison.
- 10) Demonstrates personal pride in his/her appearance.
- b. Employees who receive a positive action report during the quarter will be automatically nominated.
- c. An employee is eligible for an Employee of the Quarter award only once a year unless unusual circumstances warrant.
- d. The Selection Committee will not consider nominees who haven't completed the required probationary period unless exceptional performance warrants a nomination (i.e., actions of valor, instrumental in preventing escape or bodily injury to another staff member, etc.).
- e. The Selection Committee will select one nominee from each of the following three categories to receive an Employee of the Quarter award.
 - 1) Security
 - 2) Support
 - 3) Management
- f. In the event of a tie, all information regarding the tied nominations will be forwarded to the Warden, whose vote will act as the tiebreaker.
2. Employees of the Quarter
 - a. The Employees of the Quarter program will be based on a calendar year. The quarters are as follows:
 - 1) January to March
 - 2) April to June
 - 3) July to September
 - 4) October to December
 - b. The Selection Committee will meet on the nearest working day after a quarter has elapsed. They will select recipients in each category for Employee of the Quarter from those who received a positive action and those nominated during the

Procedure No.: MSP 1.3.100	Subject: EMPLOYEE RECOGNITION PROGRAM
Effective Date: June 16, 2008	Page 3 of 4

previous quarter (i.e., in April the committee will review nominations submitted between January and March to select the April to June recipients of the award).

- c. Nominations for the present quarter will be reviewed again for the next two quarters, and then discarded. After that a new nomination form must be submitted.
- d. The Employee of the Quarter in each category will:
 - 1) Receive a Certificate of Appreciation/Accomplishment signed by the Department Director. A copy will be placed in his/her personnel file.
 - 2) Receive the use of a designated "Employee of the Quarter" parking space for three months.
 - 3) Be recognized in a press release sent to the local paper.
 - 4) Receive a plaque.
 - 5) The current Employee's of the Quarter will have their photographs posted in the lobby area of the Wallace Building.
 - 6) Be automatically nominated for the next Employee of the Year award program.

NOTE: Group award recipients will receive all of the above, except each person will not get a separate parking space. The group will divide the time so that each person has equal time to use the parking space.

- 3. Employee of the Year
 - a. In August the Selection Committee will select the Employee of the Year from the employee of the quarter recipients from the previous year.
 - b. The Employee of the Year will:
 - 1) Receive a Certificate of Appreciation/Accomplishment signed by the Department Director. A copy will be placed in his/her personnel file.
 - 2) Receive the use of a designated "Employee of the Year" parking space for one year.
 - 3) Be recognized in a press release sent to the local paper.
 - 4) Receive a plaque.
 - 5) The current employee of the year will have a photo posted in the lobby area.

NOTE: Group award recipients will receive all of the above, except each person will not get a separate parking space. The group will divide the time so that each person has equal time to use the parking space.

C. **Service Recognition Program**

- 1. Longevity Awards
 - a. MSP/MCE employees with 5, 10, 15, 20, 25, 30, etc. years of service will be awarded service pins. All state time will be recognized. Longevity will be determined based on the calendar year.
 - 1) Employees with five and ten years of service will be awarded an MSP Service Pin.
 - 2) Employees with 15, 20, 25, 30, etc. years of service will be awarded a State Service Pin, but may opt to receive a plaque or gift of equal value in lieu of the pin. Plaques will be manufactured by MCE based on the designs worked out with Service Recognition Committee for the various years of service.
 - b. Certificates of Appreciation/Accomplishment will also be awarded.

Procedure No.: MSP 1.3.100	Subject: EMPLOYEE RECOGNITION PROGRAM
Effective Date: June 16, 2008	Page 4 of 4

- 1) MSP/MCE employees with five, ten, and fifteen years of service will receive a Certificate of Appreciation/Accomplishment signed by the Warden, MCE Administrator (if applicable), and the DOC Director.
 - 2) MSP/MCE employees with 20, 25, and 30 years of service, etc. will be awarded a Certificate of Appreciation/Accomplishment signed by the DOC Director, the Warden, the MCE Administrator, and the Governor.
2. Recognition Ceremonies
- a. Certificates, pins, plaques and gifts certificates for all MSP/MCE staff will be passed out at the Employee Recognition Ceremony conducted during the annual Correctional Staff Appreciation Week.
 - b. A program containing 'Bios' for staff with 15 years or more will be handed out at the ceremony. These will be short, to the point and completed by the immediate supervisor.
 - c. Correctional Officer week will be observed at the designated time period, but the years of service recognition will occur at the Employee Recognition Ceremony.
 - d. The Employee of the Year award will bestowed during the Employee Recognition Ceremony.
 - e. Employees who have passed away during the last calendar year will be honored at the Employee Recognition Ceremony.
3. Retirements
- a. MSP/MCE will formally acknowledge the retirement of employees with 10 years of service or more.
 - b. A retiree wallboard with nameplates will be posted in the lobby area of the Wallace Building. The nameplates will have the employee's name and dates of service on them.
 - c. A retirement lunch with cake will be conducted at the Wallace Building for retirees.
 - d. The Warden, Deputy Warden and MCE Administrator (as applicable) will be in attendance when possible. All retirees will be presented with a standard retirement plaque manufactured by MCE.
 - e. Correctional Officers with 10 years or more of service may receive a plaque with their badge affixed to it per established protocol.
 - f. The retiree's immediate supervisor will be responsible for coordination of the retirement acknowledgement and lunch arrangements.

IV. CLOSING:

Questions concerning this policy shall be directed to the Personnel Department.

V. ATTACHMENTS:

MSP Employee Positive Action Report Form (attachment A)

MSP Employee of the Quarter Nomination Form (attachment B)

MSP/MCE EMPLOYEE POSITIVE ACTION REPORT FORM

EMPLOYEE'S NAME:		DATE:	
SUPERVISOR'S NAME:		TIME:	
THE ABOVE NAMED EMPLOYEE IS COMMENDED FOR POSITIVE ACTIONS OBSERVED IN THE PERFORMANCE OF HIS OR HER DUTIES AT MONTANA STATE PRISON *****			
ACTION DETAILS			
Describe the employee's performance which deserves recognition for a job well done, as noted by a supervisor or manager			
Consistently Good Inspections		Superior Handling of Requests	
Superior Alertness for Security		Superior Uniform/Appearance	
Superior Attendance		Superior Work Station Appearance	
Superior Recruitment of New Staff		Special Act/Duty	
Superior Interactions with the Public		Superior Life Threatening Situation Response	
Volunteer for Extra Duty/Overtime		Superior Time Management	
Superior Written Documentation		Positive Suggestions/Problem Solving	
Good Interpersonal Communication Skills		Superior Interactions with New Staff	

MSP EMPLOYEE OF THE QUARTER NOMINATION FORM

Employee's Name: _____ Work Area / Shift: _____

Category:	Security	Support	Management
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Explain below why you are nominating this person for Employee of the Quarter:

This image shows a single page of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Name: _____ Signature: _____

Date: / /